

EDITED TASK LISTING

CLASSIFICATION: SERGEANT, YOUTH AUTHORITY

NOTE: Each position within this classification may perform some or all of these tasks.

Edited Task Statements	
1.	Assists in establishing/maintaining uniformity and continuity of custody and security of a facility/camp in order to diffuse incidents by providing a safe and secure environment for the public, staff and youthful offenders utilizing various options (e.g., verbal commands, use of chemical, physical, and/or mechanical restraints, less lethal force, lethal force, etc.) within established policies and procedures (e.g., Title 15, laws, rules and regulations, etc.) on a continuous basis.
2.	Assigns specific tasks to various Peace Officer classifications, by conducting briefings, in order to minimize disruptions to the daily operations within facilities/camps utilizing various methods (e.g., verbal/written instruction, post orders, duty statements, etc.) on a continuous basis.
3.	Reviews various reports (e.g., Behavior, Use of Restraint, appeals, grievances, etc.) in order to make recommendations or take appropriate action utilizing various resources (Title 15, Disciplinary Decision Making System [DDMS], laws, rules and regulations, California Department of Corrections and Rehabilitation's [CDCR] policy and procedures), on a continuous basis.
4.	Prepares various reports (e.g., performance, daily operations, memorandums, corrective action, behavior, Use of Restraint, etc.) in order to comply with the Departmental policy and procedures utilizing various resources (e.g., Ward Information Network [WIN], Title 15, Institution and Camps Manual (I&C), CDCR policy and procedures) on a continuous basis.
5.	Disseminates information and administrative directives to subordinate staff in order to keep staff apprised of departmental changes and institutional operations utilizing radios, telephones, emails, read and initial (R&I) boards, log book entries, memorandum, temporary departmental orders (TDO), etc., on a continuous basis.
6.	Communicates youthful offender behavior to institutional staff in order to pass on pertinent information using both verbal instruction and/or written documentation, on a continuous basis.
7.	Provides formal/informal training to various classifications (i.e., institutions, camps, transportation, etc.) in order to keep staff updated regarding departmental policy and institutional procedures utilizing staff briefings, memorandum, lesson plans, and TDO's on a continuous basis.
8.	Maintains the safety and security of the facility/camp in order to provide a safe and secure environment for the public, staff, and youthful offenders by ensuring staff are in compliance with departmental policy and institutional procedures, on a continuous basis..
9.	Ensures that staff takes appropriate measures/action when dealing with various situations in order to maintain a safe environment for staff, the public and youthful offenders by observing, documenting, counseling, and training staff, on a continuous basis..
10.	Oversees the distribution of keys, radios, personal alarms, and security equipment to ensure accountability and provide a safe environment for staff/visitor/youthful offender by monitoring on a continuous basis,

Tasks highlighted in bold text are not currently on the SPB classification specification

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11.	Monitors institutional security communications systems in order to maintain the safety and security of the institution/camps utilizing video monitors, personal alarm, fence alarm, fire alarm, two-way radio, intercom, telephone, etc., on a continuous basis.
12.	Communicates information to the Watch Commander regarding emergency situations to keep him/her informed utilizing verbal/written communications (e.g., radio, telephone, two-way pager, memorandum, notes, reports, etc.) on a continuous basis.
13.	Responsible for reconciling and/or monitors major institutional/camp counts to ensure that all youthful offenders are accounted for utilizing telephones, intercoms, two-way radio, count sheets, physical observation (face-to-face), computer software, Youth Accountability Board (YAB), identification cards, etc., as established by departmental policy.
14.	Maintains/updates log entries in order to ensure the dissemination of information utilizing various logs (e.g., daily operations, fence, alarm, control/unit log book, etc.), personal computer, and computer software on a continuous basis.
15.	Reviews documentation and accepts new commitments/parole violators/transfers into the facilities in order to assess youthful offenders for proper placement utilizing various resources (e.g., institutional policies/procedures, Suicide Prevention Assessment Review [SPAR], I&C, medical/Universal Health Records [UHR], field file, etc.) on a continuous basis.
16.	Oversees/monitors the acceptance of new commitments/parole violators/transfers into the facilities in order to ensure the intake process meets departmental guidelines utilizing various resources (e.g., institutional policies/procedures, SPAR, I&C, medical/UHR, field file, etc.) on a continuous basis.
17.	Fingerprints youthful offenders, employees, and volunteers for background information, security clearances, registration purposes within accordance of California laws utilizing computerized fingerprinting equipment (Livescan) and/or manual (ink) fingerprinting process on a continuous basis.
18.	Makes recommendations related to plans, procedures, and policies in order to minimize disruptions to the daily operations within facilities/camps utilizing institutional/Departmental policy and procedures, personal experience/knowledge, training, briefings, etc., on a continuous basis.
19.	Provides input for the selection of subordinate employees in order to fill vacant positions utilizing direct supervision, evaluation reports, etc., on a continuous basis.
20.	Prepares performance appraisals of subordinate employees in order to maintain a standard level of performance, by observing, documenting, reviewing supervisory files, and soliciting feedback from other supervisory staff, on a continuous basis.
21.	Initiates/recommends appropriate disciplinary/corrective action to address employee deficiencies utilizing the progressive disciplinary procedures (e.g., verbal counseling, written documentation, adverse action, etc.) on a continuous basis.

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22.	Utilize personal knowledge, training and understanding of various software programs (e.g., File Maker Pro, WIN, Microsoft Office) to input/retrieve information electronically within departmental guidelines on a continuous basis.
23.	Operates a motor vehicle (e.g., automobiles, vans, and buses, etc.), in order to provide transportation for youthful offenders, patrol/monitor grounds, and respond to emergencies in-and-out of the institution/camp, etc. utilizing institutional policies and procedure, California laws, rules and regulations, defensive driving techniques, and good driving practices on a continuous basis.
24.	Carries a firearm in order to perform specific assignments (e.g. transportation, extraditions, training, tactical team, escape detail, etc.) utilizing state/federal laws, rules and regulations, Title 15, I&C, CDCR-Division of Juvenile Justice (DJJ) policies and procedures, etc., on a continuous basis.
25.	Prepares transportation schedules for the movement of youthful offenders, in order to facilitate/coordinate various movements (court appearances, medical appointments, transports, extraditions, etc.) on a continuous basis.
26.	Trains transportation staff in primary, secondary routes, transportation protocol, application of restraints per policy, and vehicle/equipment inspection, in order to ensure the safety and security of the public, staff and youthful offenders on a continuous basis.
27.	Participates in the procedures necessary for the extradition of youthful offenders from other states to DJJ facilities or to designated county facilities in order to ensure the safety and security of the public on a continuous basis.
28.	Oversees/monitors departmental training needs and mandates at the institutional level to ensure requirements (e.g., Title 8, Title15, Commission on Peace Officer Standards Training (CPOST), Institutions and Camps Manual etc.) are met on a continuous basis.
29.	Assist the master scheduler by keeping tele-staff updated, filling vacancies, build and revise monthly schedules, attend meetings, and have a clear understanding of written guidelines and local agreements to ensure the continuity of operations.
30.	Responds to institutional calls for assistance by assigning, directing and supervising the work of others, ensure all mandated positions are filled per policy, and oversee yard operations (e.g., movements, count procedures, notifications, staff accountability, safety and security, etc.) on a continuous basis.